# Excel 2003



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**Ed Bowker Staff,Staff Bowker, Ed**

**Excel 2003 Reference Guide:**

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Excel training The following topics are covered Excel Charts Creating a Chart with the Wizard Resizing and Moving Chart Objects Changing Chart Type Charting Non Adjacent Data Adjusting Scale Two Scaled Charts Adding Removing and Formatting Legend Gridlines Data Series Explanatory Text Callouts Arrows and Circles Data Labels Setting the Default Chart Creating a Graph with one Keystroke Adding Custom Chart Types to the List Changing Chart Location Chart Object vs Chart Sheet and Adding a Projection to a Data Series Excel Lists Creating a List Excel Lists vs Normal Range Changing List Area Adding New Rows Toggle Total Row List Selection Shortcuts Printing a List Sorting a List and Custom Sort Orders Filtering a List AutoFilter Advanced Filters List Subtotals and Creating Modifying Pivot Tables This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Train & Assess IT User's Guide** , <u>Taxes 2006 For Dummies</u> Eric Tyson,Margaret A. Munro,David J. Silverman, EA,2005-12-19 Helps you avoid common mistakes before you file The fun and friendly guide to saving on taxes this and every year Avoid tax headaches with the book that demystifies forms minimizes errors and answers your most important tax questions Fully updated for 2005 including information directed to military families and hurricane victims this handy helpful guide covers critical tax code changes and offers reliable advice on keeping more of what you earn Discover how to Itemize your deductions Negotiate with the IRS Take advantage of tax credits to reduce what you owe Deal with real estate taxes Make tax wise personal finance decisions Get answers from your tax advisor *iMac For Dummies* Mark L. Chambers,2005-07-08 Meet Sherlock r go on Safari and Spotlight your search Get online move files from your old system and start using cool iMac tools The iMac G5 looks like a modern art sculpture and wow how it can modernize your life Unpack the box grab this book and get familiar with the Dock streamlining your searches with Spotlight creating a Mac Web page exploring all the iLife applications building a network and keeping your iMac healthy Discover how to Set up and configure your iMac G5 Use iMovie r iDVD r iTunes r iPhoto and GarageBand Stay in touch using iChat AV Take advantage of Safari RSS feeds Work with wireless devices *American Book Publishing Record* ,2006

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